

**TAYLORSVILLE POLICE DEPARTMENT  
GRAMA REQUEST FOR RECORDS**

“A person making a request for a record shall furnish the governmental entity with a written request containing his/her name, mailing address, daytime telephone number... and a description of the records requested that identifies the record with reasonable specificity” 63G-

2-204 (1) UCA

As a matter of consideration, and in accordance with the requirements of GRAMA, please be advised that all UPD records are subject to edit, 63G-2-307. All “Personal Identifiers” on any person listed in requested records that are **not** making the request to receive the records are classified as “Private” and subject to an edit, to include Date of Birth, Social Security Number, Driver’s License Number, Home Address, Home Phone numbers, Business Phone Numbers, Race and Ethnicity. **Photo ID is required before any requested records are released.**

<b>REQUESTOR NAME TO INCLUDE BUSINESS NAME (IF APPLICABLE)</b>		
<b>REQUESTOR STREET ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>DAYTIME <u>WORKING PHONE</u> WHERE YOU CAN BE CONTACTED</b>		
<b>DESCRIPTION OF REQUESTED RECORDS (You must be specific as to the records you are requesting. Provide a Case Number, or if unknown, provide information such as: date of occurrence, address, name of involved individuals, etc) The UPD is not the custodian of Jail records.</b>		

“Every person has the right to inspect “**Public**” portions of **TVPD** records free of charge, and the right to take a copy of the “**Public**” portions of **TVPD** records during normal working hours, subject to sections 63G-2-203 and 63G-2-204” 63G-2-201 (1) UCA

- ☐ I would like to view/inspect the records  
“A governmental entity may charge a reasonable fee to cover the governmental entity’s actual cost of duplicating a record. This fee shall be approved by the governmental entity’s executive officer” 63G-2-203 (1) UCA
- ☐ I would like to receive copies of the records. I understand I will be responsible for duplication costs (see posted fees).
- ☐ I would like to receive copies of the records. I request a waiver of copy cost (please attach required documentation; 63G-2-203 (3).
- ☐ I am the subject of the records.
- ☐ I am requesting the records on behalf of a minor subject of the records (Must be Legal Guardian and provide Birth Certificate).
- ☐ I am requesting records that I believe are public.
- ☐ I am authorized to have access by the subject or person who submitted the records (Attach Notarized Consent of Release).
- ☐ I am otherwise authorized (Attach support documentation).

“ ... no later than ten **business** days after receiving a written request... the governmental entity shall respond to the request by:  
(i)approving the request and providing the record  
(ii)denying the request  
(iii)notifying the requester that it does not maintain the record  
(iv)notifying the requester that because of one of the extraordinary circumstances listed in subsection (4), it cannot immediately approve or deny the request”  
63G-2-204 (3) UCA

<b>Requestor Signature:</b>	<b>Date:</b>
Records Clerk (PRINT):	

(385) 468-9755

8:00-4:45 Monday-Friday

A copy of “GRAMA” can be found on the Internet at [www. Le.state.ut.us](http://www.Lc.state.ut.us) under Utah Code Title 63G Chapter 02; or at your local Library.

<p><b>State of Utah</b> <b>County of Salt Lake</b> Subscribed and Sworn before me this ____ day of _____, 20 ____ Notary:     My Commission Expires:</p>	<p><b>Notary Stamp</b></p>
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☐ PHOTOS☐ DISPATCH AUDIO TAPE☐ VIDEO/AUDIO TAPES

**TAYLORSVILLE POLICE  
DEPARTMENT  
“GRAMA” WORKSHEET  
OFFICE USE**

☐ PLEASE RUSH

Requestor Full Name (Include Business Name if Any)		Request Date:
Received By:	Proof of ID:	Received via Fax/ Mail Delivered at window/Email

Response Time Limit 10 BUSINESS DAYS  GRAMA 63G-2-204	Notification made by:	Notification made by:	Notification made by:
	Date:	Date:	Date:
	Time:	Time:	Time:
Subpoena Service Reviewed&Approved/Records Ready Reviewed&Denied Reviewed/Not a UPD Record Waiting for Review/Time Limit	Response :	Response:	Response:
Circle type of communication	Person   Message   Fax   Mail	Person   Message   Fax   Mail	Person   Message   Fax   Mail

<u>Description of Records Provided</u>	<u>Pages</u>	Reports up to ten pages @\$10.00		
		Additional Pages @ \$0.50		
		Printed Colored 3x5 photos @ \$ 0.70 each		
		Photos on CD @ \$10.00 for every 30 photos downloaded		
		911 Dispatch Tapes Audio @ 10.00 & Video Tapes on DVD/CD @ \$20.00 each		
<b>Estimated Processing Time:</b> _____		Waiver Approved By: _____		
		<b>TOTAL \$</b>		
Records prepared by:	Intent To Comply Included:		Date:	

☐ Access is governed by a law other than GRAMA 63G-2-201 OR is not a “record” under GRAMA 63G-2-103(18) \_\_\_\_\_

☐ Public                      ☐ Requested record is classified public. 63G-2-301

☐ Private                      ☐ Requestor is the subject of the record.  
☐ Requestor is other person authorized by 63G-2-202(i, ii) with required documentation.  
☐ Requestor is not entitled to access without consent. 63G-2-302

☐ Controlled                      ☐ Requestor is a Physician, Psychologist, a certified Social Worker, or Self; and has supplied a notarized release dated no more than 90 days before the request date and signed acknowledgment of the terms of disclosure of controlled information 63-2-202(2)(b)  
☐ Requestor is not entitled to access. 63G-2-303

☐ Protected                      ☐ Requestor is person who submitted the record  
☐ Requestor is other person authorized by 63G-2-202-(4) with required documentation.  
☐ Requestor is not entitled to access. 63G-2-304

Picked-up / Mailed / Faxed Date:	Proof of ID:	ID verified by:
Payment received by:	Amount \$	Receipt #
<b>Remarks</b>		
Received by: _____ Date: _____		